

FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

130

PAGE
NO.

1.

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF LICENSE COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).



A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.



B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.



C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. MINUTES OF THE BOARD OF LICENSE COMMISSIONERS (ALCOHOLIC BEVERAGES)

Size: 10" x 12" x 2"

Dates: 1933 - -

Quantity: 3 volumes

File Arrangement: Chronological

The Board of License Commissioners is appointed by the Governor with power to issue alcoholic beverage licenses and to reject or suspend them (Annotated Code of Maryland 1957 Ed., Art. 2B, Sec. 60, 118).

The Minutes summarize Board action on the appointment of counsels and investigators, and transactions relating to licensing, transfers, rejections and suspensions, petitions, and orders. Appeals may be made from the decisions of this Board to the State Appeal Board. These Minute books are kept in the office of the Board of County Commissioners since the License Commissioners meet in that office and their clerk is a member of the staff of the Board of County Commissioners. Their General File is maintained, for convenience, with that of the Board of County Commissioners. The recommendation below does not apply to their General File which is provided for in the County Commissioners' Schedule.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.6/2/1959
DateM. S. Ruff
Archivist

Date

Secretary

QUOT FOR RECORDS RETENTION (FILE LE
(Continuation Sheet)

SCHEDULE
NO. e-130

PAGE
NO. 2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

2. LIQUOR LICENSE BOOK (CASH BOOK)

Size: 12" x 16" x 1"
Dates: 1933 - -
Quantity: 2 volumes

This is a record of alcoholic beverage licenses issued by the Board of License Commissioners, giving the year, month and day, the name of the applicant, the license number, address, the trade name, the election district and the amount of the fee. Transfers of licenses are recorded.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION